



## Southwest Initiative Foundation Job Description

### **POSITION:**

Community Engagement Officer

### **POSITION SUMMARY:**

The Community Engagement Officer is a new position to strengthen Southwest Initiative Foundation's capacity to increase our overall impact. This will require a creative and entrepreneurial disposition while maintaining flexibility and a highly collaborative style in connecting to and working with southwest Minnesota residents, teams and organizations that span sectors. This position provides leadership, research and community engagement for SWIF's intergenerational, leadership and Grow Our Own initiatives across our region. This leader is responsible for nurturing community opportunities that impact critical needs in southwest Minnesota. They serve as a liaison between the Foundation and community leaders, as well as the nonprofit community.

### **MAJOR RESPONSIBILITIES:**

- Lead community forums and community building opportunities around the Grow Our Own initiative, especially in the intergenerational/mentoring area. Facilitate community and regional dialogues; engage and empower local leaders. Develop and evaluate engagement modules and materials. Promote programs, including presentations at local informational sessions as well as state and regional conferences as appropriate.
- Develop and deliver field knowledge of intergenerational issues, opportunities and research to stay abreast of trends, research and emerging opportunities that impact local communities, regional stakeholders and potentially SWIF.
- Explore and pursue partnership opportunities including, but not limited to, the Corporation for National & Community Service to provide resources to communities related to intergenerational opportunities, supporting our most vulnerable populations through innovative approaches.
- Lead the work of the Emerging Leaders Cabinet including recruiting and orienting members; planning and facilitating meetings, community experiences, relationship-building activities and decision-making; and coordinating member engagement with seasoned leaders, leadership capacity building opportunities and other SWIF activities.
- Fully engage in the development and deployment of community engagement practices and principles for SWIF staff and stakeholders.
- Research, analyze and prepare applications and submittals for program/activity funding opportunities. Create the programmatic work plan and budget, including benchmarks and evaluation; prepare board and annual reports.
- Perform other duties as assigned.



**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Excellent relationship-building, facilitation and training, grassroots organizing, public speaking and problem-solving skills
- Strong knowledge of the nonprofit sector, volunteer management, and program design and evaluation principles
- Ability to lead, equip and empower others in informal, non-supervisory situations
- Strong interpersonal, written, and verbal communication skills; ability to clearly articulate, present, and promote ideas and issues before a wide range of stakeholders
- Appreciation of southwest Minnesota and its unique attributes; team-player; self-directed; customer-service oriented; detail oriented; flexible; innovative
- Working knowledge of Microsoft Outlook, Excel and Word; database management and the ability to learn and adapt to new technologies
- Ability to lift 40 pounds on occasion

**CORE COMPETENCIES**

Manages Complexity, Values Differences, Cultivates Innovation, Nimble Learning, Resourcefulness, Demonstrates Self Awareness, Situational Adaptability, Plans and Aligns, Strategic Mindset, Drives Engagement

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in education, human services, psychology, management, community development or related field; seven years' experience in related fields, or equivalent. Must have a current driver's license and an insured personal vehicle. This position requires extensive travel, mainly within the southwest Minnesota region. Possible evening and weekend commitments.

**STATUS:**

Full Time, Exempt

**REPORTS TO:**

Community Impact Director

**OFFICE LOCATION:**

Hutchinson-based  
Field office option available